

TITLE: CULTURAL RESOURCES ASSISTANT

CODE: 30405

DEFINITION

This is a para-professional position assisting in various museum, archaeological, archival, or historical sites or institutions by performing historic restoration research, fieldwork, or visitor services.

Employees in this class follow routine procedures and use appropriate tools and instruments to perform any of the following specific activities: assist with the excavation and recovery of artifacts; perform fieldwork under varied climatic conditions; preserve and identify collections; greet visitors, conduct tours, or conduct historical research.

Employees in this position may monitor the activities of tour guides, security officers, craftsmen, volunteers, and/or technical, clerical, or other personnel.

A professional superior provides close supervision except for repetitive assignments.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)

Greets visitors, schedules tours, maintains appearance of assigned area and maintains visitation statistics.

Determines the interest and needs of visitors and then conveys information and arranges for services based on that assessment.

Operates a gift shop/store by purchasing, stocking, and selling souvenirs; recording sales receipts; and balancing the cash drawer at the end of each day.

Conducts tours of a historic site, exhibit, or museum.

Excavates and recovers historical and archaeological objects and relics.

Assists in making archaeological surveys and laying out work areas on site by the use of scientific instruments.

Aids in archaeological surveys concerning the location of proposed construction.

Searches archaeological and historic structure databases to locate previously recorded resources.

Digs and sifts soil to locate artifacts; cleans and prepares artifacts for display; and performs other manual work.

Assists in cataloging artifacts using the appropriate software.

Assists in research on historic properties using primary and secondary resources.

Assists in planning, designing, and preparing exhibits or historic restorations.

Assists in research connected with collections, exhibits, historic properties, or historic sites; assists with the construction, installation, care, and maintenance of exhibits.

Prepares correspondence in reply to inquiries from interested groups and individuals.

Photographs historic properties; labels photographic slides.

Maintains written and photographic records and assists in writing reports of archaeological, restoration, exhibit, historic property, and visitor services work.

Provides support to boards or councils.

Helps in maintaining standing structure inventories.

Performs related work as assigned.

COMPENSABLE FACTORS (The following statements are provided in order to identify **compensable** factors. Minimum qualifications utilized for selection purposes will be determined as part of an examination job analysis procedure.)

Graduation from standard Senior High School supplemented by additional education beyond High School.

Revised: 2/21/01